MOM: Meet 1 (17 Jan 2024)

Today, 17 Jan 2024 we had our first meeting which was the initial introduction to the client (Meera Mam and Anita Mam) and the basic idea of what the project is about. The client gave a few requirements they expect from the projects such as

-Content about the products should be extracted from the website and WhatsApp/email (if necessary) and should automatically be scheduled to put up as stories and posts and social media platforms like Instagram, Facebook and LinkedIn.

-According to the response received on the platform our ML model should give suggestions about the content to be posted including the frequency of posting.

-The products should be posted along with a small caption describing the product.

These were the basic pointers we got from our meeting and the rest of the exact requirements will be shared as we go along with the project.

MOM: Meet 2 (24 Jan 2024)

Today in our second meeting we discussed the requirements of the project. The requirements include the software to:

-Extract the images and description in the product pages from the website and the ones received through WhatsApp and email (to be implemented and integrated later in the project)

-The images and the description should be posted following a schedule approved by the client.

-The posts would be from a list provided in the requirements pdf

Once we gather enough statistics for the posts, we can start the process of smart suggestions using ML. The analytics part would be more efficient if we have a business account to get better insights on the post performance.

We will be providing a rough project plan including the timeline of the project progress in 2-3 days.

MOM: Meet 3 (3 Feb 2024)

Today in our meeting we discussed about the Timeline of the project and some doubts regarding it. We got some of our requirement related doubts clarified. We discussed about the caption generation process for the post, for which we will start working on its automation and check its feasibility. We had a talk about the Exclusive tag of products which we will investigate in the later half after it gets appended to the front-end part.

Apart from that we will get our doubts cleared through WhatsApp whenever we get some to work smoothly.

MOM: Meet 4 (10 Feb 2024)

Today in our meeting we discussed about the progress which we made till now including inspection of out web-scrapping code and our Instagram-Automation code.  
We talked about that we will start integrating those distinct modules from the next week and present them the integrated version by next or next to next week.

MOM: Meet 5 (17 Feb 2024)  
  
Today in the meet we the discussed upon our project. Since we have started working on code we are reviewing it will the client simultaneously to ensure that it is up to their requirements. We will keep doing this throughout the project to ensure that we build the product properly.

Apart from that, we discussed the program's limitations since all the requirements might be difficult/infeasible to incorporate. We will again keep reviewing all these barriers with the client regularly and try our best to come up with the solution before the delivery.

We also have started working on official SRS requirements document so that our team and client are on the same page.

MOM: Meet 6 (21 Feb 2024)

Today we discussed the progress made on the website and automation.

We discussed the images will cropped and resized to avoid distortion.

We will also work on caption generation using chat-gpt.

Looking in to the feasibility of adding logo to images in the post.

Only image for insta stories.

Alteast 10 hastags per-post.

Feature to customize scheduling posts for a week to be added to website.

Requirements from our side:

1) Meta login credentials

2) Acess to date when a new product/blog/craft-story was added to the site.

Link for chat-gpt rate limits on api-requests:

<https://platform.openai.com/docs/guides/rate-limits?context=tier-one>

We currently feel the free version should be suffecient, but an upgrade might be needed based on the results, further development of the project.

Also the description isn't present for the following products:

<https://clubartizen.com/product/upcycled-toran/>

<https://clubartizen.com/product/embroidered-keychain/>

<https://clubartizen.com/product/embroidered-specs-case/>

<https://clubartizen.com/product/embroidered-potli-bag/>

<https://clubartizen.com/product/punja-dhurrie-laptop-sleeve-customizable/>

<https://clubartizen.com/product/yellow-punja-dhurrie-placemat/>

<https://clubartizen.com/product/handmade-newspaper-bowl-small/>

MOM: Meet 7 (2 March 2024)

Today's meeting on March 2, 2024, focused on enhancing our website's functionality and design. We discussed implementing a scheduling feature for stories and posts, aiming for optimal user engagement and an intuitive layout. The conversation also covered the website's layout, debating between a single image versus a gallery approach to better match the brand's identity.

Access to the client's Meta developer account was confirmed as necessary for integrating social media functionalities seamlessly. Additionally, we talked about coordinating with the client's web manager to decide on the best hosting solution, considering options like Zoho and AWS for a smooth launch and maintenance.

Looking ahead, our goals include adding AI-driven caption generation to improve content engagement, refining the website's style, and enhancing user experience with new features. We'll also address the mechanism for content bucket selection and management, ensuring a user-friendly interface.

The next steps involve detailed discussions on hosting preferences and exploring potential services, with the team ready to present progress in our upcoming meeting, where we'll also discuss further enhancements and any new client requirements.

\*Next Meeting:\* To be scheduled. We'll review action item progress, discuss hosting options, and plan additional website features.

MOM: Meet 8 (16 March 2024)

In today’s meet we presented our work/progress we have made and reviewed with the client for the R1 presentation.

We also discussed the future scope including R2 requirements. The next meet would be directly on the day of our R1 presentation which is scheduled on 21st March.

MOM:Meet 9 (30th March 2024)

Minutes of Meeting: Project Update and Further Requirements Elicitation Session

In the meeting scheduled for 30th March’24, we discussed the current progress and milestones of the project achieved. Comprehensively explaining, the tasks of web crawling(check for new products listed on the website), feature to add story on Instagram have been implemented. Our team’s current focus is to work on hosting the website and giving access to the client as soon as possible. Along with this, replication of caption styles from products to other buckets like craft stories and blogs will be done. Further we discussed the new proposal of features like extending our website’s use cases to another platform like LinkedIn, adding recognizable features to the content posted during national holidays or special occasions, and finally just enhancing the overall performance of the website itself.

The client is encouraged to provide specifics on additional requirements, preferences for new features, and any particular insights or analytics needed. And the team is required to evaluate the technical and operational feasibility of integrating new enhancements and features.

Henceforth, both the team and client will be reviewing the proposed new features and scalability plans.

MOM:Meet 9 (3rd April 2024)

**Objective**:

The team met to discuss project completion and current testing progress.

The meeting commenced with a review of the project timeline given by the client which is proposed as 15th April’24.

The status of software testing was discussed. It was noted that testing activities are being done with respect to our dummy account.

Issues encountered during testing were highlighted, including fixing the captions of blogs and craft stories.

The team is further working towards the making of View Schedule page.

Team members are required to prioritize and resolve testing issues by deadline.

**Next Steps**:

- Continue with ongoing testing activities.

- Regular updates will be shared with the team regarding progress.